
Purpose	To describe the policy for designation of a proxy for the purpose of enrollment of a minor.
Overview	<p>The Nebraska WIC Program recognizes the need to allow clients who are unable to enroll themselves or bring their children to a WIC clinic for enrollment because of special circumstances to designate another adult to do this for them. Examples of some special circumstances are:</p> <ul style="list-style-type: none">• school attendance,• clients who work and the clinic does not have evening hours,• illness of guardian, applicant or other member of the family that keeps the applicant or responsible party from clinic,• woman placed on bedrest,. <p>For infants and children: guardians/authorized representatives may designate another person, (19 years of age or older), to bring their child to WIC clinic for enrollment.</p> <p>For women: they may designate another person, (19 years of age or older), to complete the WIC enrollment process on their behalf.</p>
Designation of Enrollment Proxy	The Nebraska WIC Enrollment Proxy Authorization Card should be completed by the applicant/guardian/authorized representative. They should designate one person, 19 years or older, as their enrollment proxy and sign and date the card. The completed card should be placed on the inside cover of the file under the Alternate Shopper Consent Card.
Length of Time Proxy is Valid	This proxy is valid for all members in the family. The enrollment proxy designation is valid until the applicant/guardian/responsible party requests that it is no longer valid.
Completion of Certification by Enrollment Proxy	<p>It is the responsibility of the applicant/authorized representative to provide the enrollment proxy with all of the necessary information needed for enrollment. This information includes:</p> <p>For all participants: Proof of residency and income for the applicant. Women & Children: health history information, birth certificate or other ID if applicant is being seen for the first time. Infants: Birth weight, and birth length signed by a hospital CPA, and type</p>

of infant feeding.

The enrollment proxy must show ID according to procedures. Responsible parties may be encouraged to also bring or send in immunization records.

**Provision
of Education**

It is the guardian/authorized representative's responsibility to obtain any education information received by the enrollment proxy.

The guardian/authorized representative must attend at least one education visit during a certification period.

Exceptions to this rule would be medical conditions which prevent the responsible party from coming to clinic (bed rest), working parent or students. The reason for this exception should be documented in the participant's file.

**Check Pickup
by Enrollment
Proxy**

The enrollment proxy is only allowed to pick up checks at the time of enrollment. To designate a proxy for check pickup at other times use the WIC Check Card Proxy Card. See Volume III, Section D, for more information.

**Enrollment Proxy
Card**

NEBRASKA WIC ENROLLMENT PROXY AUTHORIZATION

In the event I am unable to come to clinic I authorize:

_____ to
enroll my child(ren) and/or myself in WIC and pick up WIC checks
at that visit for me. I understand that I take full responsibility for
the actions of my proxy. I will send my WIC I.D. folder and all
necessary information and documentation with my proxy when I
allow him/her to enroll myself or my child(ren) in WIC.

Signature of Applicant/Responsible Party

Date

**THIS AUTHORIZATION IS VALID UNTIL THE RESPONSIBLE
PARTY REQUESTS THAT IT BE MADE INVALID.**

WIC is an equal opportunity provider

**Spanish Enrollment
Proxy Card**

The Spanish translation is found on the back of the Enrollment Proxy Card.
